



DEPARTMENT OF THE ARMY  
FIRST BATTALION NONCOMMISSIONED OFFICER ACADEMY (1A)  
199TH REGIMENT (LEADERSHIP)  
6030 MONROE HWY  
PINEVILLE, LOUISIANA 71360-3265

LANG-LR-N

12 JUNE 2001

MEMORANDUM FOR The Primary Leadership Development  
Course (PLDC) Students

SUBJECT: Welcome Letter

1. Congratulations on your selection for the Primary Leadership Development Course.

2. CLASS NUMBER:

REPORT DATE:

COURSE COMPLETION DATE:

3. REPORTING: Students report to building 4710, at The National Guard NCO Education Center, Pineville, LA, NLT 2400 HRS ON THE REPORT DATE.

4. UNIFORM:

a. BDU's are the prescribed duty uniform during the course.

b. Additional military clothing and equipment items are shown on enclosure 1. Clothing and equipment needed is an individual responsibility. You must contact your unit to obtain any clothing or equipment you are short as Organizational Clothing and Equipment are not available at the Academy. All uniforms must conform to AR 670-1. The student and his/her first-line supervisor should inventory all clothing and equipment to ensure availability and serviceability before reporting to the school.

c. Class A (Dress Greens) and Class B uniforms are used for class during the course.

d. Field Gear: TA-50 items required for the course are to be brought by the student (see enclosure 1).

5. QUARTERS/MEALS: Government meals and quarters are available for students. Government family housing is not available. Family members will not accompany student personnel

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6. TRANSPORTATION: Transportation is provided by the Academy to and from Alexandria International Airport on reporting date and completion date.

On your arrival at the airport call the Academy. The Academy telephone number is (318) 640-2850. Commercial transportation is also available at your expense. Students should coordinate and finalize all travel arrangement, to include a return flight, through their state transportation office, prior to reporting for class. The Academy assumes responsibility to change return flight arrangement to meet the needs of the Academy. Return flights should not be scheduled prior to 0600 on course completion date.

7. ADDITIONAL INFORMATION:

a. Students should bring adequate funds to cover their personal expenses during course attendance.

b. Laundry: Commercial laundry service is available at the student's expense, pay first basis. Limited laundry facilities are available on Post. There is no charge to use the post facility.

c. Mail Service: Daily outgoing/incoming mail service is available, Monday through Friday. The course address is as follows:

(YOUR NAME AND RANK)

PLDC Sqd. (These will be assigned at in-processing)  
6030 Monroe Highway  
Pineville, LA 71360-3365

d. Emergency telephone number: (318) 640-2850, (operational 24 hours per day during the course).

e. Bed linen is furnished to include blankets. Students must provide their own toilet articles (i.e. toothpaste, soap, shower shoes, etc.)

f. Weight Standards: Students must meet the weight standards outlined in AR 600-9 and AR 350-15. Overweight students that are not IAW these regulations will be denied enrollment into the course and returned to home station (AR 351-1).

g. Physical Fitness: Students attending course participate in Physical Training (PT), under the direction of course Cadre. Temporary profiles, that do not allow full participation in the course, will not be allowed. Students will be denied enrollment. Students will Profiles must present them during Inprocessing. Profiles must be complet with MMRB results for P3 and P4 profiles. All students over 40 yrs must present OVER 40 Physicals during Inprocessing. Soldiers reporting for training without completed, signed, or missing documents will be given 72 hrs to present them.

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h. Effective 01 October 1999,. Soldiers reporting for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. Soldiers reporting for training without a signed checklist will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. After this time, soldiers will be returned to their units. The pre-execution checklist is found in TRADOC Reg 35018, appendix H, pg 106-107, and on the web @ [http://www-tass.monroe.army.mil/PAT/TASS\\_CHECKLIST.htm](http://www-tass.monroe.army.mil/PAT/TASS_CHECKLIST.htm)

i. Personal Weapons: Weapons are not authorized on post. Any student who bring a weapon are required to surrender the weapon to the Supply Sergeant for safe/secure keeping.

j. The Lautenberg Amendment to the Gun control act of 1968 makes it unlawful for any person convicted or reasonably believed to have a conviction of a misdemeanor crime of domestic violence to possess firearms or ammunition. Violations of this law can constitute felony level offenses. The law provides no exemption for military personnel on duty. The 1st NCOA BN will not enroll students into PLDC who would be in violation this law.

k. The Pre-Resident Instruction Booklet must be reviewed, 20% to 25% of the first written examination will come from this booklet. (Students are required to bring booklet with them to course)

l. If student wears contacts they need to bring a pair of glasses and protective mask inserts with them. (Students will not be allowed to wear contacts in the field)

8. **PAY:** Servicing USPFO's for centrally funded regional schools or **NGB** course will **not** submit transactions to pay attendees. The **Home State Military Pay Section** has the sole responsibility for submitting trans- actions to pay attendees. To ensure payment is received timely, the Region VI NCO Academy will facsimile, a Request for Payment and Statement of Attendance identifying individuals who reported for duty. On the day before departure a Certificate of Performance is facsimile to each USP&FO.

9. Point of Contact for any further questions, Comm: (318) 640-2850 ext 8122 /8125/ 8114

Enclosures  
1. Clothing/ Equipment Required  
2. Synopsis

JOHN D. KLING III  
CSM, LAARNG  
Commandant

**PLDC  
STUDENT INVENTORY LIST**

STUDENT NAME: \_\_\_\_\_

<b><u>ITEM</u></b>	<b><u>QUANTITY</u></b>
COMPASS	1
AUTHORIZED AWARDS/DECORATIONS	1 SET
BAG, BARRACKS	1
BELT, TROUSERS	2
BUCKLE, BELT, BLACK OPEN FACE	1
CAP, COLD WEATHER	1 (SEASONAL)
LINER, COAT, BLACK ALL WEATHER	1
COAT, COLD WEATHER (CAMMOFLAUGE)	2 (SEASONAL)
DRAWERS, COLD WEATHER (BROWN)	2 (SEASONAL)
EAR PLUGS WITH CASE	1
FLASHLIGHT, WITH BATTERIES & RED FILTER LENS	1
GLOVES, BLACK SHELL	1 PAIR (SEASONAL)
GREEN INSERTS, BLACK GLOVES	2 PAIR (SEASONAL)
INSIGNIA, U. S.	1
INSIGNIA, BRANCH	1
LINER, COAT COLD WEATHER	1
LOCK, KEY OR COMBINATION	2
MASK, PROTECTIVE W/CARRIER	1
NAMEPLATE, PLASTIC	2
ID TAGS	1
ID CARD (CURRENT)	1
OVERSHOES, RUBBER	1 PAIR
PARKA, WET WEATHER	1
TROUSER, WET WEATHER	1
GORTEX (TOP/BOTTOM IF ISSUED)	1
PERSONAL HYGIENE ARTICLES	1
PROTRACTOR, GTA 5-2-12	2
SCARF, WOOL OG	1 (SEASONAL)
SHIRT, CAMOFLAUGE (TBDU OR EHWBDU)	3
TROUSERS, CAMOFLAUGE (TBDU OR EHWBDU)	3
SHIRT, GREEN 415, LONG SLEEVE	1
SHIRT, GREEN 415, SHORT SLEEVE	1
SHOES, RUNNING	1 PAIR
SHOES, SHOWER	1 PAIR
SOCKS, OG 508 (BLACK)	7 PAIR
SOCKS, ATHLETIC (WHITE CREW OR CALF)	5 PAIR
TOWEL, BROWN BATH	4
UNDERSHIRT, COLD WEATHER (BROWN)	2 (SEASONAL)
UNDERSHIRT, COTTON BROWN	7

<u>ITEM</u>	<u>QUANTITY</u>
UNDERSHIRT, COTTON WHITE (MALES ONLY)	1
PFU SWEATSHIRT	1 (SEASONAL)
PFU SWEATPANTS	1 (SEASONAL)
PFU TRUNKS	2
PFU T-SHIRT	2
WASHCLOTH, BROWN	2
EYE GLASSES AND INSERTS,	2 PAIR
COAT, BLACK, ALL WEATHER	1
BUCKLE, BRASS (MALES ONLY)	1
CAP, GARRISON AG 489 OR 491	1
COAT, AG 489 OR 491	1
NECKTIE, COTTON/POLYESTER BLACK (MALES ONLY)	1
SHOES, OXFORD BLACK	1 PAIR
SOCKS, COTTON BLACK (MALES ONLY)	1 PAIR
TROUSERS, AG 489 OR 491 (MALES ONLY)	1 PAIR
BRASSIERES, WHITE OR NEUTRAL (FEMALES ONLY)	4
HANDBAG, BLACK (FEMALES ONLY)	1
NECKTAB, BLACK SERVICE (FEMALES ONLY)	1
SLACKS, AG 489 OR 491 ARMY GREEN (FEMALES ONLY)	1
SKIRT, AG 489 OR 491 ARMY GREEN (FEMALES ONLY)	1
SLIP, WHITE OR NEUTRAL (FEMALES ONLY)	1
STOCKINGS, SHEER	3 PAIR

**NOTE: THE SEASONAL ITEMS ARE NEEDED FOR THE MONTHS OF OCTOBER THRU APRIL.**

STUDENT'S SIGNATURE/DATE: \_\_\_\_\_

INSPECTOR'S SIGNATURE/DATE: \_\_\_\_\_

## PLDC Inventory Checklist

### NOTES

(\*) Indicates winter months (1 October to 14 April)

1. Female soldiers need only one belt, depending on Class A uniform slacks.
2. Hot weather boots (jungle boots) and optional boots are not a substitute for black leather issue boots with speed lacing. Optional black leather boots must be IAW AR 670-1, no tanker's boots, hi-tech boots, etc. Jungle boots (Hot Weather Boots) are not authorized for wear in formation when uniformity is required.
3. Students are encouraged to bring Green wet weather overshoes, wet weather pants and jacket.
4. To prevent embarrassing situations after duty hours, soldiers are required to be attired in the PFU (not just undergarments) when walking down hallways and walking to and from showers, latrines and washrooms.
5. **The following are encouraged for PLDC attendees to bring**

**EXTRA BATTERIES**

**ALARM CLOCK**

**SMALL IRON**

**EXTRA PT UNIFORMS**

**EXTRA SOCKS AND UNDERWEAR**

**EXTRA PIN-ON RANK**

**EXTRA ID TAGS**

**HANGERS/10ea**

**MECHANICAL SMALL POINT PENCIL FOR MAP READING**

**LAUNDRY DETERGENT**

**CHANGE FOR PHONE**

**PRE-PAID PHONE CARD**

**WRIST WATCH**

**SHOE SHINING KIT**

**NOTEBOOK**

**PENS/PENCILS**

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### Primary Leadership Development Course Synopsis

The Primary Leadership Development Development Course (PLDC) is a fifteen (15) day course. Students train 7 days per week during the course and are under academy control on a 24-hour per day basis.

PLDC trains prospective and newly appointed sergeants in basic leadership skills, NCO duties, responsibilities and authority, and how to conduct performance-oriented training. It focuses on leader training for first time leaders. The course produces battle competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills, evaluators and counselors, conductors/participants in individual and collective training, and performers/teachers of leader skills, knowledge and attitudes.

The course is non-MOS specific, taught in an NCO Academy live-in environment using classroom instruction with practical application, followed by hands-on, performance-oriented training conducted in a field environment, culminating with an extensive field training exercise. Cadre assess the students' leadership potential and evaluate their ability to apply lessons learned and effectively lead their classmates in a tactical environment. PLDC provides opportunity for training and experience.